

12 JUL 1974

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL

SUBJECT : Suggested Information to be Included
in the Annual Report

1. During the past fiscal year (FY), the Office of Logistics (OL) has undergone a series of internal reorganizations to realign or consolidate certain functions, apply new techniques and streamline its operations in order to meet increased demands for service with reduced personnel ceiling. The OL staff ceiling prior to FY 1974 was [REDACTED] and during FY 1974 dropped to [REDACTED], a reduction of 108 positions. The net reduction in on-duty strength was [REDACTED] from [REDACTED] on 30 June 1974. During this period, the Telephone Facilities Branch consisting of 25 positions was transferred to the Office of Communications and 6 positions were returned to OL from the SIPS Program of the Office of Joint Computer Support. A saving of [REDACTED] positions resulted from a change in approach to supply management when the organization of the Supply Division was completely restructured and certain functions merged. This eliminated duplication and overlapping areas and centralized decisionmaking functions formerly carried out at the [REDACTED] Depot and the supply activities in Rosslyn. A saving of [REDACTED] positions in the Printing Services Division was effected mainly as a result of the decision to phase out the printing of the "National Intelligence Studies." During this period, it was also decided that the employees assigned to perform the Executive Dining Room and Agency bus service functions would be converted from staff to contract, eliminating a total of [REDACTED] positions from our staff ceiling. The remainder of the reductions were made by "salami-slicing" and streamlining or slightly reducing the amount of general logistics support in certain areas.

2. One of our Action Plans involved counselling and interview sessions with [REDACTED] OL employees who have been politically and geographically away from the flagpole. These were employees that had not been in a personnel office from 2 years to 15 years, many not since they entered on duty (EOD). The program was basically a public relations venture with the benefit of considerable upward and downward communications with employees who have been at the end of the communications link.

3. A second Action Plan was to EOD five Logistics Officer Trainees during the fiscal year. Three have EOD'ed with the final two EOD'ing probably within 60 days beyond our original schedule. We do have a better awareness of the cancellation rate and delays in reviewing files. From this we expect to improve our selection method which should permit us a better gage on projected recruitment of officers for the coming fiscal year.

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4. FY 1974 was the first full year with the use of our standard criteria for ranking careerists GS-07 through -14. Standard criteria gave us a better base in which to rank careerists among the various career functions within OL and became the backbone of our promotion exercise and surplus review. Several problems, however, were noted in our formal criteria. Revisions are now in process, and we anticipate operating in 1975 with an even better criteria for evaluating employees.

5. FY 1974 was also the year in which we returned to the active use of the "RAP" session as a vehicle primarily for upward communications. These meetings which were as often as every 2 weeks involved 1- to 3-hour sessions between the Director of Logistics and 12 members selected from the Career Service for their willingness to speak out from grade, function and age groups. This has proved to be an excellent communications vehicle and will be continued.

6. A first for OL during 1974 was the publication of a list of upcoming overseas and Headquarters assignments prior to the final panel selection of candidates. Although in reality there were few positions filled as a result of response to these notices, we did find Logistics careerists favorably responding to such openness and we believe that expanding this program next year will provide further benefits to both management and employees.

7. During FY 1974, we found ourselves with an unusually high number of employees unable, unwilling or very hesitant to accept overseas assignments for a variety of reasons. Much of the attraction of overseas and the monetary benefits seem to have faded for many. We have a large number of employees with children of high school age and many from this group find it even more difficult for the family to readjust to overseas after a number of years in the States. As a result, the Office plans to undertake during FY 1975 a program to widen the base of candidates available for overseas and wherever possible to increase the positive career advantages for those employees who accept overseas duty as part of their career responsibility.

8. Although our Logistics subpanels were established in 1970 and have been an effective personnel management system, 1974 suggested some revisions in an effort to break some of the functional lines that existed between panels and to broaden the base of many Logistics careerists, it was decided to move the career panels away from the line command of divisions. The changes were designed to reduce the parochialism that may have existed among some panels and to gain a broader based membership. Additionally, it was decided to rotate members more frequently (after 1 year to 18 months) thus providing input from a wider group of individuals and providing more employees with personnel management experience.

9. One outcome of the Annual Personnel Plan was a review of those stenographers within OL who were not actively using their shorthand. A survey, conducted by personnel directly with stenographers, determined that only about

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22 percent were actually using their shorthand more than 2 hours per week. Equipped with this information, a program of "use or lose" was initiated within the Office. As a result, we feel that there is now a better use of stenographers within OL. However, such a survey will probably need to be conducted periodically.

10. An aggressive program was initiated primarily by the personnel office during 1974 to furnish employees with information on how they are viewed by management. Employees for the past 2 years have been ranked in four categories [(a) long-range potential; (b) some potential; (c) good employee but limited potential; and (d) needs corrective action or possible surplus]. Over the past year, careerists have again been reminded that information on their ranking is available to them either from a member of their career panel or from their personnel office. As a result, we found an increasing number of employees visiting the personnel office or their panel members to check on their status -- some receiving good news and some bad. We feel that such communications have been successful and will continue this program next year with a mandatory requirement that employees in the lower part of category three and all in category four be advised.

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Chief, Personnel and Training Staff, OL

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